
To: Tax Credit Applicants

Notice: MFD- 09-31

From: IHCD Multi Family Department

Date: October 7, 2009

Re: Capitol Needs Assessments & Indiana Professional Licensing Laws

Schedule F, in the 2009/2010 Qualified Allocation Plan require Capitol Needs Assessments be conducted by a Licensed Professional such as an Architect or an Engineer. Capitol Needs Assessments are required to bear the seal of the Professional who conducted the Assessment.

Indiana State Law requires Architects and Engineers doing business in Indiana to obtain an Indiana license before practicing or offering to practice in the State of Indiana. Out of State Professionals are required to abide by the reciprocity laws and obtain a Certificate of Registration prior to engaging in the practice of Architecture or Engineering in the State of Indiana.

A person engaging or offering to engage in the practice of Architecture or Engineering in the State of Indiana without first obtaining a certificate of registration is committing a Class B Misdemeanor.

Reference Indiana Codes IC 25-31-1-27, IC 25-31-1-21, IC 25-4-1-6, & IC 25-4-1-4.

For Architects and Engineers desiring to practice in the State of Indiana applications need to be submitted to the Indiana Professional Licensing Agency at www.pla.in.gov

For professionals who meet the Indiana education and experience requirements, in conjunction with being in good standing with the State they are currently licensed in, the application process may take two to three weeks and be done in-house at IPLA without going before the Licensing Board.

For Architects, a minimum of three years experience with an accredited degree is required.

For Engineers, a minimum of four years experience with an accredited degree is required.



For Engineers with a Masters Degree, a minimum of three years experience is required.

For those who do not meet Indiana education and experience requirements, the application, and individual Professional would be required to go before the Board for a review before the reciprocity license may be issued.

The Architects Licensing and Engineers Licensing Board meet every other month.

Please ensure Indiana Licenses are obtained before offering to practice these professions in the State of Indiana.

